

## Participant Checklist

In order to qualify for the MRZ benefits and receive the refund(s) you are entitled to, the following documentation is required.

### Application to Determine Eligibility

#### For Businesses New to the MRZ:

- ☐ Current business license
- ☐ Proof of ownership or long-term lease (not less than 5 years)

#### For Businesses Expanding within the MRZ:

- ☐ Current business license
- ☐ Proof of ownership or long-term lease (not less than 5 years); and
- ☐ Proof of at least 20% expansion to useable square footage; OR
- ☐ Proof of at least 20% expansion of new positions filled by full-time employees

### Business License Refund/Payment

- ☐ Copy of invoice or billing statement
  - ☐ Proof of payment
- Accepted documents include:
- Receipts (s)
  - Canceled check(s) [front and back]

### Hiring Credits for Qualified Employees

- ☐ MRZ Hiring Voucher
  - ☐ Proof of Residence within MRZ
- Accepted documents include:
- I-9
  - W-4
  - Current driver's license
  - Utility bill
- ☐ Proof of Wages
- Accepted documents include:
- Payroll records

### Building Permit and Development Entitlement Fees

- ☐ Proof of payment
- Accepted documents include:
- Receipt(s)
  - Canceled check(s) [front and back]

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### Sales and Use Tax

- ☐ Sales & Use Tax Returns – Current Year (July-June)
- ☐ Sales & Use Tax Returns – Previous Year (July-June)
- ☐ Proof of Payment
  - Accepted documents include:
    - Canceled check(s) [front and back]

### Property (Ad Valorem) Tax

- ☐ Property Tax Statement – Current Year
- ☐ Property Tax Statement – Previous Year
- ☐ Proof of payment
  - Accepted documents include:
    - Canceled check(s) [front and back]